



Request for Proposals for Training and Technical Assistance Services

RELEASE DATE: November 1, 2010

RESPONSES DUE: November 19, 2010 by 5:00 EST

Indiana Housing and Community Development Authority
30 South Meridian Street, Suite 1000
Indianapolis, Indiana 46204
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Sherry Seiwert
Executive Director

Request for Proposals for Training and Technical Assistance Services

NOTICE OF FUNDING OPPORTUNITY

The Indiana Housing and Community Development Authority (IHCDA) is requesting proposals from one or more intermediary organizations to plan, coordinate and deliver training and technical assistance services to affordable housing and community services stakeholders that promote knowledge, service delivery and innovation for staff and leadership, and strengthen the overall capacity of said stakeholders to positively impact individuals, families and communities.

ABOUT THE INDIANA HOUSING AND COMMUNITY DEVELOPMENT AUTHORITY

IHCDA was created in 1978 by the Indiana General Assembly and is a quasi-public financially self-sufficient statewide government agency. IHCDA's mission is for every Hoosier to have the opportunity to live in safe, affordable, good-quality housing in economically stable communities. IHCDA believes that growing Indiana's economy starts at home.

IHCDA's programs are successful in large part because of the growing network of established partnerships with local, state, and federal governments, for-profit businesses and not-for-profit organizations. IHCDA's for-profit partners include investment banks, mortgage lenders, commercial banks, corporate investment managers and syndicators, apartment developers, investors, homebuilders, and realtors. IHCDA's not-for-profit partners include community development corporations, community action agencies, and not-for-profit developers.

FUNDING SUMMARY

IHCDA receives \$10 million Community Services Block Grant (CSBG) annually from the U.S. Department of Health and Human Services (HHS) to allocate to the 24 certified Community Action agencies (the Network) to eliminate the causes of poverty in Indiana through providing employment, education, child care, health care support and assistance, and leveraging relationships within the communities they serve.

IHCDA also receives approximately \$16 million per year from the U.S. Department of Housing and Urban Development (HUD) to support for-profit and not-for-profit organizations as they develop affordable housing opportunities for low-income people in Indiana. IHCDA's partners in developing affordable housing include the Indiana Association for Community Economic Development (the Association), Community Housing

Development Organizations (CHDOs), local units of government, for-profit developers and not-for-profit community development corporations.

IHCDA will provide up to \$1 million of federal funding per year to conduct training and deliver needed technical assistance to Network and Association members, cities and towns, and current and potential HUD grant recipients for a period of two years, from January 2011 through December 2012.

SCOPE OF WORK

In this proposal, respondents are expected to demonstrate the capacity to assess training needs, develop a training and technical assistance plan, deliver training and technical assistance, and evaluate training and technical assistance, so that participant Network and Association members gain understanding, increase knowledge and change behavior. Each section of the proposal – assessment, plan, delivery and evaluation – is expanded upon below. Proposals should include responses to each section.

Section 1 – Needs Assessment

Because training is expected to be developed and delivered with input from Network and Association members and IHCDA staff, the assessment process is critical to developing and evaluating effective training and technical assistance. Therefore, respondents are expected to develop an assessment tool, and to compile and analyze (assess) training needs annually.

In this section, the respondent must demonstrate an advanced understanding of the overall training assessment process and knowledge of current training needs, and demonstrate the capacity to plan, implement and evaluate both a statewide community assessment and regular training assessments.

The proposal should include:

- a description of current Network and Association training needs,
- a description of how the assessment information used in this proposal was obtained, and
- a copy of the training assessment tool used to compile information.

Section 2 - Training Plan

Proposal respondents are expected to plan, implement and evaluate a multi-year, comprehensive training and technical assistance program, based on assessment findings, which results in an increased capacity of participants to serve vulnerable populations successfully, as determined by IHCDA, HUD and HHS.

When requested, applicants are also expected to serve as a first resource to IHCD, the Association and the Network to provide customized technical assistance and/or to help identify training and technical assistance resources. Funding will be allocated to the successful respondent to develop staff as well, provided that the selected professional development activities result in a direct increase of staff to carry out the requirements of this award. The training plan should include up to four professional development opportunities for designated staff per year.

The training plan should include a description of each of the training areas listed.

- 1) **Staff development training** may include general skills needed for service delivery, state and federal program policies and performance standards, business services and economic development, interviewing, presentation and written communication skills, team building and awareness of IHCD partners, effective time and resource management, excellence in customer service, creativity and commitment to increasing meaningful participation in the affordable housing and community development industry in Indiana.
- 2) **Leadership training** enhances the competence of current leadership as well as promotes the capacity of future leaders. This category may incorporate supervision and management, the history and evolution of affordable housing, housing-related legislation, fiscal responsibilities, monitoring, program design, building relationships with regional planning councils, and other relevant guidance necessary to lead affordable housing and community action programs and staff.
- 3) **Organizational Capacity training** is intended to improve the efficiency of operations and the quality of program performance. These topics may include: programmatic compliance, fiscal responsibilities, grant management, procurement and contracting, planning and exemplary program design, performance, corrective action, Information Technology, Management Information Systems, legislative and regulatory interpretation and implementation, board training, fund development, and other areas of applicable guidance in support of the Association and Network member organizations.
- 4) **Professional Certification Programs** – such as the Real Estate Finance Professional Certification Program from the National Development Council, National Association of Home Builders Green Certificate, the National Community Action Partnership' Standards of Excellence and Certified Community Action Professional, and Neighborworks, among others.

- 5) **Diversifying Revenue, Fund Development and Fund Research** – Network member agencies are, first and foremost, private not-for-profit organizations and, as such, have the ability to generate private sources of revenue to support operational and community-based needs that are outside the parameters of public or federal funding. The training plan should include workshops or training on at least three fundraising topics per year, including development of strategies to assist the Network to obtain private funding sources.

Section 3 - Evaluate Training and Technical Assistance

The proposal should incorporate evaluation and feedback mechanisms to ensure that the training and technical assistance efforts are on target and highly effective in producing desired outcomes.

The respondent should describe the evaluation plan from the perspective of the participant, the instructor, and the organization. In the plan, the respondent should consider evaluating the training *results* (i.e., How did the participants benefit? Were the trainers appropriate for the audience? Were the materials and method appropriate? What was learned?), and apply the findings to future training goals.

The proposal should also include a discussion of the types of evaluation tools, such as surveys, observation, material review, etc., that will be used to evaluate the program, and any advanced techniques that may be appropriate for evaluating results.

ORGANIZATIONAL CAPACITY

This section is designed to evaluate the respondent's capacity to complete the project successfully and in compliance with federal requirements.

In addition to the proposal narrative, each respondent should include:

- 1) **Project Budget** - A two-year budget for all costs associated with this project, beginning January 1, 2011 through December 31, 2012. Travel and associated fees for services, such as fees for contracting with third party trainers, should be included in the overall cost. The budget should also include respondent costs for administration and related costs associated with providing this service, including in-state travel (no more than 2 pages).
- 2) **Summary of Organizational Qualifications** – A brief summary of organizational experience and expertise in training, technical assistance, the Community Action Agency network or other related areas. Also include the items listed below:

- a. A copy of your business' State of Indiana Certificate of Existence from the Secretary of State.
 - b. Copies of pertinent organizational certifications, designations, licensures.
 - c. Minority-Owned Business Enterprise/Women-Owned Business Enterprise (MBE/WBE) designations, if any (no more than 5 pages).
- 3) **Summary of Current Projects** – A brief description of each of the most recent projects to support organizational qualifications (no more than 2 pages).
- 4) **Principal Staff** – Resumes of each of the organization's executive management team (no more than 4 pages).
- 5) **Board of Directors** - A current list of the officers and members of the board of directors (no more than 1 page).
- 6) **Designated Project Staff** – Names, titles, responsibilities and resumes of staff responsible to complete this project. Identify the primary contact for this proposal (no more than 2 pages).

SUBMISSION INFORMATION

PROPOSAL DUE DATE

Proposals must be received by IHCD A no later than 5:00 pm on Friday, November 19, 2010, Eastern Standard Time, at the address listed below. Proposals may be mailed, shipped via Fed Ex, UPS or other standard carrier, or hand-delivered. Late proposals will not be accepted.

Indiana Housing and Community Development Authority
ATTN: Community Development Director
30 South Meridian Street, Suite 1000
Indianapolis, IN 46204

Applicants may be invited to meet with IHCD A representatives to discuss proposed activities prior to the contract award. Incomplete proposals or proposals that fail to follow the submission guidelines will not be considered for service provision.

TENTATIVE REVIEW TIMELINE

November 8, 2010

Technical Assistance Session

November 19, 2010	Applications Due to IHCD
November 22 - 29, 2010	Proposals are Reviewed
November 29 – 30, 2010	Questions sent to Applicants
December 8, 2010	Review Team meets for Final Review
December 16, 2010	Board Reviews Recommendations
December 16, 2010	Applicants Notified of Funding Decision

SUBMISSION FORMAT

Respondents must provide one original and two (2) sets of the proposal and supporting material. IHCD will time and date stamp proposals to evidence timely receipt.

SUBMISSION MATERIALS

Respondents may submit supporting materials, such as an annual report, most recent financial documents demonstrating annual revenue and expenses, examples of assessment tools, training plans developed for other clients, evaluation tools, workshop documents, etc.

All proposals and materials received will become the property of IHCD and will not be returned. IHCD reserves the right to reject any or all proposals at its sole discretion.

ELIGIBLE ENTITIES

Eligible applicants include not-for-profit 501(c)3 corporations in good standing with IHCD.

TECHNICAL ASSISTANCE

IHCD staff will be available for technical assistance to this RFP. An RFP technical assistance session will be held on Monday, November 8, 2010, at 1:00 pm at the IHCD offices, during which time questions will be entertained.

QUESTIONS

Questions concerning the proposal and bidding process will be accepted via e-mail and should be directed to cjpowell@ihcda.in.gov. Please include “**Training and Technical Assistance Proposal**” in the subject line of your e-mail. Answers to all questions regarding this proposal will be posted on IHCD’s website, located at www.in.gov/ihcda. Any applicant submitting a proposal is responsible for checking the website for questions or answers, and will not receive additional notification to this effect.

PROPOSAL EVALUATION PROCESS

Evaluation of all proposals will be done by IHCD and its counsel. Based on the evaluation criteria, a short list of the highest ranked proposals may be selected and notified, and separate negotiations will then be conducted with each selected entity to discuss its proposal. At the conclusion of these negotiations, IHCD will establish a deadline for final offers from each of the selected firms. Final selection will be at the discretion of IHCD.

PROPOSAL EVALUATION CRITERIA

The following will be IHCD's primary considerations in the selection of respondent(s):

1. EXPERIENCE AND EXPERTISE - Quality, capacity and experience of firm
2. ADMINISTRATIVE CAPACITY - Operational systems and procedures
3. PLAN CONTENT – The alignment of the plan with the proposal requirements.
4. COST – The budget and individual line items will be reviewed and considered individually and wholly.
5. MBE/WBE DESIGNATION – The designation of Minority- and/or Women-Owned Business Enterprise will be considered.
6. INDIANA BUSINESS – The entity must be incorporated and conduct business in the State of Indiana.

TERMS AND CONDITIONS

This request for proposals (RFP) is subject to the following terms and conditions:

1. This RFP is a request for the submission of proposals, but is not itself an offer and shall under no circumstances be construed as an offer.
2. IHCD A expressly reserves the right to modify or withdraw this RFP at any time, whether before or after any proposals have been submitted or received.
3. IHCD A may reject any or all submissions submitted in response to this RFP at any time prior to entering into a written agreement.
4. In the event the party selected does not enter into the required agreement to carry out the purposes described in this RFP, IHCD A may, in addition to any other rights and remedies available at law or in equity, withdraw the selection and commence negotiations with another party.
5. In no event shall any obligation of any kind be enforceable against IHCD A unless and until a written agreement is entered into.
6. Each respondent agrees to bear all costs and expenses of its response and there shall be no reimbursement for any costs and expenses relating to the preparation of responses of proposals submitted hereunder or for any costs or expenses incurred during negotiations.
7. By submitting a response to this RFP, each respondent waives all rights to protest or seek any remedies whatsoever regarding any aspect of this request, the selection of a respondent or respondents with whom to negotiate, the rejection of any or all offers to negotiate, or a decision to terminate negotiations.
8. IHCD A reserves the right to reject any or all firms, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed to be in its best interest.
9. IHCD A reserves the right not to award a contract pursuant to this RFP.